

## **PROGRAM REQUIREMENTS**

September 2014

In addition to establishing priority placement for children of Montgomery County Government employees, the Tenant agrees to follow all conditions addressed in the Scope of Services and described by and certified within the application, interview and correspondence related to the tenant selection process for the facility, including the following:

- A. The program will operate from at least 7:30 a.m. to 6:00 p.m., Monday - Friday, year round. The program will post, make available to parents, when the center will be closed for holidays and what the emergency/weather related policy is for center closures.
- B. The program will accommodate children who need part-time or occasional care.
- C. The program will comply with all ADA requirements.
- D. The program will accept children whose parents participate in State and County child care subsidy programs.
- E. The program will establish an atmosphere promoting the participation of child care children in community activities and events that are deemed age appropriate.
- F. The child care program will maintain year round licensing as child care by the appropriate State and County agencies and shall maintain compliance with all applicable rules and regulations at all times.
- G. The program will maintain and make available all licensing inspection reports and reports of external audits for at least three years for parental review and County review by Montgomery County Department of Health and Human Services.
- H. The program is required to apply for accreditation from either Maryland State Department of Education (MSDE) or the National Association for the Education of Young Children (NAEYC) according to the plan presented in the written application and shall achieve NAEYC or MSDE accreditation within three (3) years. The program shall maintain accreditation at all times. Documentation of accreditation shall be presented to the Montgomery County Department of Health and Human Services, Early Childhood Services office on an annual basis.
- I. Registered by June 30, 2015 and Published by January 2016 in Maryland EXELS.

- J. The program will require all directors and teachers who work directly with children to complete 12 hours of OCC approved training each year. Assistant teachers and aides will complete 6 hours of OCC approved training each year. The program will keep documentation of on-going training and will make such documentation available to the Montgomery County Department of Health and Human Service's Early Childhood Services Office.
- K. All child care providers will comply with the regulations set forth in COMAR 13A, STATE BOARD OF EDUCATION subtitle 16 CHILD CARE CENTERS.